



Publications Mail: Unaddressed Bundles

A situation came up recently with respect to the preparation rules around Publications Mail Bundles of Unaddressed Copies. The Customer Guide does not include much detailed information on how these bundles are to be prepared and inducted. The following information has been compiled from various sources at Canada Post as well as discussion with some of our customers who have actually prepared these bundles.

What are they:

Bundles of Unaddressed Copies are exactly that. They consist of a group of 2 or more copies of the publication being delivered to a single address. These copies are intended for a news stand or retail sale and therefore the publisher does not want a label applied to each copy. Two or more back issues may also be sent in this way.

How you do it:

After preparing your Publications Mail LCP, NDG or Machineable mailing, you would prepare your bundles of unaddressed copies.

1. Group the additional pieces together by recipient address. All pieces for a single address must be wrapped or tied together in a secure bundle.

2. Each bundle must be identified as follows:

- Return Address
- Publications Mail Agreement Number
- The words: **DIRECT BUNDLE TO THIS ADDRESS:** followed by the recipient's address.

This information can be included by way of a label on the outside of the bundle's wrapping or by means of a facing sheet in front of the first piece of the bundle if the bundle is tied. You must ensure the information is clearly visible to the RVU staff and cannot come off during handling and delivery.

3. The bundles of unaddressed copies must not be included with your containerized pieces. You can pack these copies into additional flats tubs, cardboard boxes, or loose (if there aren't too many). Do not put them at the end of your mailing.

4. Separate your bundles by number of copies and make a note of how many bundles you have of each size. For example, your mailing may have 10 bundles of 6 copies each and 5 bundles of 8 copies.

5. Include these bundles on your ESOM. After importing your LCP mailing plan or filling out the NDG information, enter the bundles using the drop-down options. These bundles are entered differently than single copies.

- Your total number of containers should reflect the sorted job only. Do not include containers of Bundles of Unaddressed Copies in the total count.
- The **Service Description** is *PM Bundles of Unaddressed Copies*
- The **No. of Pieces** is the total number of bundles you have of a particular size. For example, if you have 10 bundles with 6 copies each, you would enter "10" into the No. of Pieces.
- The **Weight per Piece** is actually the weight per bundle and is entered in kilograms. For example, if each copy weighed 200 g, a bundle of 6 copies would be 1.2 kg.

The following screenshot is from the online version of the Electronic Shipping Tools and shows a sample Publications Mail NDG mailing with 15 bundles of unaddressed copies. There are 10 bundles of 6 copies and 5 bundles of 8 copies.

Enable Cost Centre Reference Apply same weight to all iter

Service Description	No. of Pieces	Weight per Piece
NDG Natl with Regl, LocalRural	50	200.00 g
Pubs Mail NDG Presort Regional	50	200.00 g
PM Bundles Unaddressed Copies	10	1.20 Kg
PM Bundles Unaddressed Copies	5	1.60 Kg

Cost for the bundles is calculated as a cost per bundle plus a cost per kilogram. The following is a screenshot of this sample order using the online system's preview screen.

Service Description	Pieces	Weight/ Piece	Price/ Piece (\$)	Price/ kg (\$)	Total Cost (\$)
NDG Natl with Regl, LocalRural	50	200.00 g	0.600	3.200	\$46.00
Pubs Mail NDG Presort Regional	50	200.00 g	0.410	3.000	\$35.50
PM Bundles Unaddressed Copies	10	1.20 kg	1.950	3.400	\$60.30
PM Bundles Unaddressed Copies	5	1.60 kg	1.950	3.400	\$36.95
TOTAL	115	40.000 kg			\$178.75

6. A container label is not required when inducting Bundles of Unaddressed Copies. According to a Publications Mail specialist at Canada Post, these bundles are processed like parcels. They are removed from the tubs or boxes and therefore do not require container labels.

Although labels are not required, some customers choose to label their tubs as part of their internal processing or to ensure Canada Post can associate the bundles with their account and/or mailing. The two methods mentioned are:

- (a) Making additional copies of the Residue container label from the sorted mailing; and
- (b) Hand-writing a container label indicating the depot of deposit and the contents as Bundles of Unaddressed Copies.

Should you have any questions on Bundles of Unaddressed Copies for Publications Mail or have other information/experiences you are willing to share, please contact Kristi@flagshipsoftware.com.

Web Training Available

Flagship Software continues to offer web training! If you are a new customer, would like a refresher course on **iAddress™** or if you have new hires, please contact Carolyn at carolyn@flagshipsoftware.com to schedule a web session.



203-60 King Road, P.O. Box 2625, Richmond Hill, Ontario, L4E 1A6
 Tel: (416) 410-6357 Toll Free: 1-866-672-0007 Fax: (905) 773-7791
www.flagshipsoftware.com

Canada's Anti-Spam Law (CASL)

For companies dealing with e-mail marketing as well, please note that the CRTC has recently finalized some regulations with respect to this legislation. The law will go into effect in 2013 and applies to all Commercial Electronic Messages (CEM).

Finalized items include a small list of recipient exceptions, a definition of the types of telecommunication covered, and issues of consent – definitions and how it must be obtained. It outlines what information must be provided to the message recipient including contact details and unsubscribe requirements.

Additional revisions will be re-published in the next few months and the government is seeking input from interested parties. Please see the CRTC website for more information on the CASL.

<http://www.crtc.gc.ca/eng/home-accueil.htm>



If you wish to be removed from this newsletter list, please email us at newsletter@flagshipsoftware.com or call at 1-866-672-0007.